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Vacancy Announcement
(Announcement Number: 12-03)

USAID/Nepal invites applications for employment for the position of AID Development Program Specialist (Anti-Trafficking) in the Democracy and Governance Office, under a Personal Services Contract (PSC), subject to availability of funds.

OPEN TO: All interested and qualified Nepali Citizens

POSITION: AID Development Program Specialist (Anti-Trafficking)
FSN PSC– 11

OPENING DATE May 7, 2012

CLOSING DATE: May 21, 2012

WORK HOURS: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION:

The Development Program Specialist serves as the principal anti-trafficking, child labor, and human rights advisor within USAID's Democracy & Governance Office. The incumbent is the Agreement/Contracting Officer's Representative (AOR/COR) for grants, contracts and cooperative agreements that pertain to human rights, combating trafficking in persons, and child labor. The incumbent will have or develop extensive knowledge of USAID regulations, implementation systems and procedures to effectively administer USAID grants, cooperative agreement and contracts. The Specialist serves as the in-country coordinator and focal person on issues related to trafficking in persons, child labor and human rights and organizes and participates in related meetings with local and international organizations, donors, and the Government of Nepal. The Specialist must also be able to articulate Mission concerns and effectively present the Mission position on trafficking, child labor and human rights issues. While the primary function of the Specialist is in the area of trafficking and human rights, the selected candidate must, as required, be willing to accept duties in support of the broader Democracy & Governance portfolio and fulfill US Embassy tasks.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below:

1. Education (5): Master's Degree in relevant subject, including, but not limited to, political science, economics, psychology, sociology, international relations, law, gender studies, journalism, labor relations, or international development.

2. Prior Work Experience (20): A minimum of five years of experience in program management, evaluation, or policy development in the areas of anti-trafficking, human rights, child labor, or other gender or child related projects. Extensive research, writing, or reporting on trafficking or other human rights issues, primarily in English, is required. Experience and established relationships within the international donor community, local and international non-governmental organizations, and/or the Government of Nepal is strongly preferred. Experience in the area of anti-trafficking is preferred.

3. Language Proficiency (15): Level IV (fluent) ability to speak and write English and Nepali is required. The position requires the ability to effectively communicate in Nepali and English with implementing partners, the Government of Nepal, and the international donor and diplomatic communities.

4. Job Knowledge (30):

- A superior understanding of Nepal's historical and current social and political environment as related to human trafficking, child labor and human rights;
- In-depth knowledge of the political, sociological, and psychological impacts of trafficking, and other related human rights abuses
- Ability to translate understanding of relevant issues into effective anti-trafficking activities;
- Extensive understanding of relevant Nepali law and international treaties and conventions related to human trafficking and other human rights issues

5. Skills and Abilities (30):

- Strong English and Nepali writing skills, including the ability to independently generate timely reports and analysis without any supervision
- Ability to critically analyze and evaluate programmatic activities and recommend relevant changes to USAID management and implementing partners
- Ability to design, develop, and implement projects based in a dynamic environment
- Maturely and effectively represent the USAID at external events
- Effectively work as a member of a team in a fast-paced multi-cultural environment, including ability and willingness to work beyond the scope of the assigned portfolio.
- Computer skills, including use of Microsoft Office Suite

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://nepal.usaid.gov/working-with-us/employment.html>

Interested applicants must submit a cover letter, resume and any other documentation that addresses the qualification requirements of the position as listed above. Please send your application to the attention of USAID/Nepal, Human Resources Office, U.S. Embassy Maharajgunj, P.O. Box. 295. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short-listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, women, and people living with disabilities are especially encouraged to apply.